



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

100 Lagoon Complex · Suite 4
St. Croix · U. S. Virgin Islands · 00840
Telephone (340) 772-4432 · Fax (340) 772-4002
www.vihfa.gov

REQUEST FOR QUALIFICATIONS

for

ST. CROIX ARCHITECTURAL/ENGINEERING CONSULTING SERVICES

ADDENDUM I

RFQ 002-2023-STX

Issue date:

March 28, 2023

Submittal deadline:

April 7, 2023

Contact person:

Afisha M. Hillocks
Procurement/Contract Officer
ahillocks@vihfa.gov
(340) 772-4432 ext. 3233
www.vihfa.gov/procurement/solicitation

 *Unlocking the Door to Affordable Housing*

Request for Qualification

RFQ 002-2023-STX

St. Croix Architectural/Engineering Consulting Services – Addendum I

“CONFIDENTIAL SUBMISSION”

VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
RFQ 002-2023-STX
REQUEST FOR QUALIFICATION
ST. CROIX ARCHITECTURAL/ENGINEERING CONSULTING SERVICES
ADDENDUM I

This addendum is issued to modify the previously issued RFQ document and/or given for informational purposes and is hereby made a part of the RFQ document. The Respondent must acknowledge the receipt of any and all addenda by completing RFQ Cover Letter, Enclosure Document A. The following sections are hereby amended/added:

2.0 GENERAL DESCRIPTION OF SITES AND SERVICES REQUIRED

The VIHFA is the Owner of Ruby M. Rouss Homes (Watergut Homes), Bethlehem Village/Profit Hills (commonly known as Harvey), Frits Lawaetz Homes (Lagoon Street Homes), Profit Emergency Housing Apartments, Anna's Hope Emergency Housing Apartments, Campo Rico Emergency Housing Apartments, and Kronegade Inn. The VIHFA is requesting Architectural/Engineering services for the above referenced communities and other similar facilities as follows below:

1. Ruby Rouss Homes is a community that has twelve (12) apartment buildings and one (1) commercial building. There are fifty-eight (58) two-bedroom units and fifty-six (56) three-bedroom units with one bathroom per unit. The VIHFA is soliciting a qualified Respondent to provide a design that includes roof repairs, plumbing and electrical, with ADA-compliant ramps, lighting, parking design, and sidewalks. The VIHFA is also soliciting for a qualified Respondent to provide a complete redesign of an existing six (6) unit building that will be demolished in the future that is adjacent to the shanty.
2. Bethlehem Village/Profit Hills are two (2) different communities, but they are c cccwithin close proximity of each other. The Bethlehem Village community consists of forty-seven (47) duplex buildings which totals to ninety-four (94) rental units with three bedrooms and one bathroom in each unit. The Profit Hill community has ninety-nine (99) single-family detached rental units with three bedrooms and one bathroom in each unit. The VIHFA is soliciting a qualified Respondent to provide a Community Center Design for these communities, with ADA-compliant ramps, lighting, parking design, and sidewalks.
3. Frits Lawaetz Homes is a community that has one hundred fourteen (114) units and one (1) commercial building. There are fifty-six (56) three-bedroom units, fifty-eight (58) two-bedroom units, and one (1) commercial building. The VIHFA is soliciting for a qualified Respondent to provide parking lot flood mitigation design, sidewalks, ADA-compliant ramps, lighting and upgraded parking design for the Frits Lawaetz Homes and Plot B Lagoon Street (more popularly known as the Old Legislative building).
4. Profit Emergency Housing Apartments community consists of three (3) buildings that have a total of twelve (12) rental units. The units are all one bedroom and one- bathroom apartments. The VIHFA is soliciting for a qualified Respondent to provide a roof design

for Building E & F, a community center design, a courtyard flood mitigation design and a parking design with ADA-compliant ramps, lighting, and sidewalks.

5. Anna's Hope Emergency Housing Community consists of two (2) apartment buildings which contain sixteen (16) rental units. The VIHFA is soliciting for a qualified Respondent to provide the following civil engineering services: design a parking area and create a new parking area with flood mitigation, lighting, sidewalks, and a handicap parking space per code requirements with an ADA-compliant handicap ramp with railing. (Civil Engineering Services).
6. Campo Rico Emergency Housing Apartments community consists of two (2) apartment building- Building A and Building B. Each building has eight (8) units each of rental apartments for a total of sixteen (16) units. The units are all one bedroom and one-bathroom apartments. The VIHFA is soliciting a qualified Respondent to provided redesigns required for Building B. The VIHFA is also soliciting for a qualified Respondent to provide parking design and create a new parking area with flood mitigation, and lighting, sidewalks, a handicap space per code requirements with ADA-compliant handicap ramp with railing. (Civil Engineering Services).
7. Kronegade Inn has eighteen (18) rooms that will used for transitional housing. The VIHFA is soliciting for a qualified Respondent to provide Architect & Engineer Services that includes plans redesign for all units and create a new parking area design with lighting, sidewalks, and a handicap space per code requirements with ADA-compliant handicap ramp with railing.
8. Solitude and Jealousy are the sites of future homeownership developments from the VIHFA. The VIHFA is soliciting for a qualified Respondent to provide road development, culvert and drainage design, along with the current development Bonne Esperance (The Meadows) and Mount Pleasant West (Morning Glory Ridge).
9. The VIHFA is soliciting for a qualified Respondent to provide various redesign and redevelopment projects in Christiansted and Frederiksted. The project will include the construction administration for FEMA, and other projects.
10. Surveying Services:
 - Metes and Boundary Survey: Provide a metes and boundary survey. Stake all boundary points and provide a witness post for each point, Additionally, all rear boundary markers shall be staked with a securely installed 8' tall ½" PVC pipe. All front boundary markers shall be staked with a 4'-5' tall ½" PVC pipe. The top 6" of all PVC pipe shall be sprayed with high reflective paint.
 - Topographic Survey: Provide topographic survey with up-to-date field mapping and contour lines for every 12" (one foot) change elevation.
 - As-Built Survey: The as-built survey shall provide all items typically delivered in an American Land Title Association (ALTA) survey, including property boundaries and easements, as well as on the property that may affect ownership

of the property and may enquire further investigation into the possibility of adverse rights.

- Survey of Utilities: Locate and clearly identify all utilities on or adjacent to the site, such as WAPA water meter(s), WAPA power poles(s), VIWMA sewer manhole(s) and or septic system(s). Also, locate all said utilities on the survey map to be provided.

11. Design Garbage bin enclosures for all of the properties.

Hurricane Irma and Maria damaged some of the above mentioned VIHFA properties. The VIHFA has worked with FEMA to ensure that these properties and facilities will be retrofitted with several improvements that are intended to mitigate expected storm force winds and associated hazards. Therefore, the VIHFA requires the services of a qualified Architect/Engineering firm to:

- 1) Assess existing conditions and historic information and provide several types of reports related to the sites listed above in Section 2,
- 2) Provide storm mitigation alternatives and technical feasibility studies,
- 3) Provide engineering designs, cost estimates and local/federal permitting services.

The proposed designs shall meet the wind load requirements of IBC 2018 & ASCE 7-16, the Virgin Islands Building Code, the International Residential Code (IRC) 2018 and the DPNR issued Construction Information for A Stronger Home, 4th Edition.

2.1 SCOPE OF WORK

The Scope of Work outlined below provides a listing of tasks and responsibilities that will be required by the selected Architectural/Engineering firm. This Scope of Work is also intended to provide prospective Respondents with a listing of services that they should consider as they prepare their responses to this RFQ. The Scope of Work is as follows:

- Preparation of a Preliminary Project Schedule
- Review of FEMA Damage Assessment Reports for each site,
- Review of FEMA PA Requirements (NEPA DPNR, etc.)
- Preparation of a Project Facts and Findings Report for each site
- Conduct site visits to each Facility and prepare (as needed):
 - Site Surveys for each Plot
 - Storm Water Runoff Design and SWPPP
 - Storm Water Pollution Prevention Plan (SWPPP) Management Services
 - Topographic surveys with) 1' contours
 - Structural Analysis
 - As Built Site Surveys
 - As Built Unit General Building Plans
 - As Built Unit Structural Plans
- Wind Loads Requirements of IBC 2018 & ASCE 7-16 Document
- Wind Load Analysis - data @ 175 mph

- Current Code Compliance Reference Document (VI & FEMA)
- Preliminary Base Line Data Documents (Facts & Findings)
- Preliminary Site Plans
- Preliminary Unit Plans
- Prepare Preliminary Hazard Mitigation Feasibility Study with Selected Options
- Participate in FEMA/VITEMA Feasibility Study Review Meetings
- Prepare Final Hazard Mitigation Feasibility Study
- Prepare Permit Ready Designs for Each Housing Community
- Submit all Plans and Obtain Permits (DPNR – CZM & Building)
- Provide Construction Cost Estimates by Unit, Building, Site and Overall project
- Schedule Weekly Meetings with Owner, Property Manager, relevant stakeholders
- Provide Weekly and Monthly Reports on Activities

6.0 REQUEST FOR QUALIFICATION SCHEDULE

The deadlines associated with this RFQ are further outlined:

RFQ SCHEDULE	DATE	TIME
RFQ Issue date	March 3, 2023	
Pre-proposal Conference	March 20, 2023	1:00 PM
Final date to submit written questions	March 23, 2023	
RFQ Submittal Deadline	April 7, 2023	4:00 PM

The VIHFA reserves the right to change the RFQ schedule by issuing an Addendum at any time.

9.0 DELIVERY OF PACKAGE

All responses to this RFQ are to be submitted no later than **4:00 p.m. AST on April 7, 2023**. The VIHFA will **not** consider fax submission of a SOQ. SOQs must be emailed to procurement@vihfa.gov.

The email subject line must be clearly marked “**ST. CROIX A&E SERVICES**”. The VIHFA will not consider fax submission of a SOQ or email submissions received after the deadline and submissions submitted to the wrong email address.

Failure to clearly mark each SOQ with this information may cause the VIHFA to inadvertently open the SOQs before official closing date and time. The VIHFA will log all received SOQs with the date and time of receipt. SOQs received after the deadline will be considered **LATE** and will **not** be opened or considered.

The Virgin Islands Housing Finance Authority (“VIHFA”) is providing a response to questions asked by potential Respondents. Below are the questions and the responses as follows:

1. Can a licensed Draftsman participate in RFQ 002-2023-STX? **The selected Respondent is required to have an Architectural and/or a Engineering business license in the United States Virgin Islands.**
2. Do you have drawings of the existing buildings that were used to build them? That would significantly lower the fee if existing drawings exist that can be used. **The Virgin Islands Housing Finance Authority (VIHFA) has plans for many of our buildings. Please note that this is a two-part solicitation; first a RFQ then RFP. For the first part, the current RFQ, Respondents are being asked to supply credentials for qualification, pricing is not required at this time.**
3. Are any of the sites on the Territory's Historic Buildings Registry and subject to review by the Historic Preservation Office? **Yes.**
4. Can you provide the physical addresses for each site along with Block and Lot? **Please note that, at this time, Respondents are being asked to supply credentials for qualification. Individual project specifics will become available to selected Respondents that meet the criteria found in the Request for Qualification.**
5. Can you please identify which (if any) units are empty? If units are not empty will VIHFA assign personnel to coordinate access to each unit at each facility for existing conditions assessment and measurements. **Please see answer to Question #4 above.**
6. Can you provide copies of any FEMA Damage Assessment Reports and FEMA PA documents that have been prepared for each property? **Please see answer to Question #4 above.**
7. Please provide number of FEMA/VITEMA Feasibility Study meetings that we will be required to attend? **Please see answer to Question #4 above.**
8. Has any environmental assessment and/or remediation been completed for any of the sites identified? **Please see answer to Question #4 above.**
9. Can you please identify the funding source(s) for this project and any funding requirements specific to Architectural /Engineering services to which we are required to comply? **Please see answer to Question #4 above.**
10. Does any tax map, survey, and/or previous design exist for the Solitude and Jealousy future homeownership development sites? If so can you provide same for review? **Please see answer to Question #4 above.**
11. Can you indicate what, if any, sites are within the FEMA 100-year flood plan (since we don't have addresses we could not determine whether any sites are in a Flood Zone)? **Please see answer to Question #4 above.**

- 12.** Does VIHFA have a desired schedule for Planning and Design for each site? **Please see answer to Question #4 above.**
- 13.** Does VIHFA have a Priority listing/order for Design for the different sites? **Please see answer to Question #4 above.**



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<https://www.vihfa.gov/procurement/solicitation>

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